



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee members
From: Sorsha Anderson, Senior Staff Associate
Date: May 3, 2022
Subject: Grant Request – JFO #3098

Enclosed please find one (1) item, which the Joint Fiscal Office has received from the Administration.

JFO #3098 – One (1) limited-service position, Environmental Analyst IV, to the Agency of Natural Resources, Department of Environmental Conservation. This position will assist with coordination of the \$10M Regional Partnership Program grant which supports DEC's work on creative and innovative approaches to water quality. Position funded through previously approved grant #2762 through 12/31/2024.

[Received April 18, 2022]

NOTE: The position request form does not note previously approved grant #2762. The department had originally submitted an AA-1 form for the funds that will cover the limited-service position. JFO staff has determined that the funds do not require JFC approval as they are part of a renewal of a previously existing grant. The department confirms the limited-service position is budgeted for \$160,000 over a two-year period.

Please review the enclosed materials and notify the Joint Fiscal Office (Sorsha Anderson: sanderson@leg.state.vt.us) if you have questions or would like this item held for legislative review. Unless we hear from you to the contrary by May 15, 2022, we will assume that you agree to consider as final the Governor's acceptance of this request.

STATE OF VERMONT Joint Fiscal Committee Review Limited Service - Grant Funded Position Request Form

This form is to be used by agencies and departments when additional grant funded positions are being requested. Review and approval by the Department of Human Resources must be obtained prior to review by the Department of Finance and Management. The Department of Finance will forward requests to the Joint Fiscal Office for JFC review. A Request for Classification Review Form (RFR) and an updated organizational chart showing to whom the new position(s) would report must be attached to this form. Please attach additional pages as necessary to provide enough detail.

Agency/Department: Agency of Natural Resources Date: 2/22/2022
Department of Environmental Conservation

Name and Phone (of the person completing this request): Tracy LaFrance

Request is for:

- Positions funded and attached to a new grant.
- Positions funded and attached to an existing grant approved by JFO # _____

1. Name of Granting Agency, Title of Grant, Grant Funding Detail (attach grant documents):

USDA Natural Resources Conservation Service
RCPP Supplemental Agreement for Technical Assistance and Financial Assistance for Easement Due Diligence
Grant documents attached.

2. List below titles, number of positions in each title, program area, and limited service end date (information should be based on grant award and should match information provided on the RFR) position(s) will be established only after JFC final approval:

Title* of Position(s) Requested	# of Positions	Division/Program	Grant Funding Period/Anticipated End Date
Environmental Analyst IV	1	Water Investment Division	12/31/2024

*Final determination of title and pay grade to be made by the Department of Human Resources Classification Division upon submission and review of Request for Classification Review.

3. Justification for this request as an essential grant program need:

This position will assist with coordination and implementation of the \$10m Regional Conservation Partnership Program (RCPP) grant recently awarded to DEC. This position will support DEC's work on creative and innovative approaches to water quality related to agricultural and forestry BMPs, land conservation, and wetland restoration and conservation.

I certify that this information is correct and that necessary funding, space and equipment for the above position(s) are available (required by 32 VSA Sec. 5(b)).

DocuSigned by:
Peter Walke 2/24/2022
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Signature of Agency or Department Head Aimee Pope Date _____
DocuSigned by: Aimee Pope
Date: 2022.03.21
07:52:12 -04'00'

Approved/Denied by Department of Human Resources Adam Greshin Date _____
DocuSigned by: Adam Greshin
Date: 2022.03.21
12:01:36 -04'00'

Approved/Denied by Finance and Management _____ Date _____
DocuSigned by: _____

Approved/Denied by Secretary of Administration _____ Date _____
DocuSigned by: _____

Approved/Denied by Governor (required as amended by 2019 Leg. Session) _____ Date 4/11/22

Comments:



VERMONT DEPARTMENT OF PERSONNEL
Request for Classification Action
New or Vacant Positions
Existing Job Class/Titles ONLY
Position Description Form C

- **This form is to be used by management to request the allocation of a new position, or reallocation of a vacant position, to an EXISTING class title.**
- Employee requests must be submitted on the separate "Position Description Form A."
- Requests for full classification, to determine the appropriate pay grade for any job class must be submitted on "Position Description Form A."
- This form was designed in Microsoft Word to download and complete on your computer. This is a form-protected document, so information can only be entered in the shaded areas of the form.
- To move from field to field use your mouse, the arrow keys or press Tab. Each form field has a limited number of characters. Use your mouse or the spacebar to mark and unmark a checkbox.
- Where additional space is needed to respond to a question, you will need to attach a separate page, and number the responses to correspond with the numbers of the questions on the form. Please contact your Personnel Officer if you have difficulty completing the form.
- All sections of this form are required to be completed unless otherwise stated.
- The form must be complete, including required attachments and signatures or it will be returned to the department's personnel office.

**Request for Classification Action
New or Vacant Positions
EXISTING Job Class/Title ONLY
Position Description Form C/Notice of Action
For Department of Personnel Use Only**

Notice of Action # _____	Date Received (Stamp) _____
Action Taken: _____	
New Job Title _____	
Current Class Code _____	New Class Code _____
Current Pay Grade _____	New Pay Grade _____
Current Mgt Level ___ B/U ___ OT Cat. ___ EEO Cat. ___ FLSA ___	
New Mgt Level ___ B/U ___ OT Cat. ___ EEO Cat. ___ FLSA ___	
Classification Analyst _____	Date _____
Comments: _____	Effective Date: _____
	Date Processed: _____
Willis Rating/Components: Knowledge & Skills: _____	Mental Demands: _____
Working Conditions: _____	Total: _____
Accountability: _____	

Position Information:

Incumbent: **Vacant or New Position**

Position Number: Current Job/Class Title:

Agency/Department/Unit: GUC:

Pay Group: Work Station: Zip Code:

Correction: December, 2024

Position Type: Permanent Limited Service (end date)

Funding Source: Core Sponsored Partnership. For Partnership positions provide the funding breakdown (% General Fund, % Federal, etc.)

Supervisor's Name, Title and Phone Number:

Check the type of request (new or vacant position) and complete the appropriate section.

New Position(s):

a. REQUIRED: Allocation requested: Existing Class Code Existing Job/Class Title:

b. Position authorized by:

Joint Fiscal Office – JFO # Approval Date:

- Legislature – Provide statutory citation (e.g. Act XX, Section XXX(x), XXXX session)
- Other (explain) -- Provide statutory citation if appropriate.

Vacant Position:

- a. Position Number:
- b. Date position became vacant:
- c. Current Job/Class Code: Current Job/Class Title:
- d. REQUIRED: Requested (existing) Job/Class Code: Requested (existing) Job/Class Title:
- e. Are there any other changes to this position; for example: change of supervisor, GUC, work station? Yes No If Yes, please provide detailed information:

For All Requests:

1. List the anticipated job duties and expectations; include all major job duties: DEC is responsible for the administration and oversight of the federal \$16M RCPP grant awarded to DEC in 2015 and renewed in 2019 for an additional \$10M. The grant is focused on accelerating the implementation of best management practices (BMP) on agricultural and forestry land in the State of Vermont. This position will support DEC's work on creative and innovative approaches to water quality related agricultural and forestry BMPs, land conservation, and wetland restoration and conservation.

Program development responsibilities (year 1):

a)NRCS program interface and coordination - Work directly with the USDA/NRCS RCPP coordinator and field office staff to ensure program manager has a deep and thorough knowledge of NRCS programs and delivery systems and RCPP online portal for program data input.

b)Needs assessment and input - Conduct outreach to specific partners as directed to begin to assess agricultural program needs and gaps.

c)Program and systems setup - Coordinate closely with DEC and NRCS to develop details of creative RCPP funded agricultural and forestry BMP initiatives including stacked ag practices, adaptation of crop planting systems or soil health; forestry conservation easements; and collaborations for wetland/riparian restoration/conservation. Develop producer/landowner payment schedules, practice standards and eligibility levels, detailed financial tracking system and process for fulfilling RCPP reporting requirements in cooperation with DEC and NRCS.

Ongoing program responsibilities:

a)Needs assessment and input – Ongoing assessment of agricultural program needs and gaps to design innovative methods for RCPP funding programs. Producer and partner outreach to gather recommendations and data, attend statewide meetings and other activities as needed. Summarize collected data for internal program use.

b)RCPP Advisory Committee - Support the work of the RCPP advisory Committee in coordination with the DEC RCPP project manager: plan quarterly meetings, facilitate communication among committee members, information sharing, and implementation of committee goals and direction.

c) Program and systems management - Monitor, within the State of Vermont systems, all RCPP grant expenditures and collected partner match contributions to ensure consistency with federal and state grant reporting requirements. Prepare written reports as needed for grant deliverables and accountability including quarterly and annual NRCS reports for program director's review and submission. Coordinate with the DEC and USDA-NRCS business offices, providing all necessary financial documentation and ensuring accountability with grant provisions and state and federal PII protocol.

d) Reporting - Gather program implementation and contribution information from partners and produce and submit ongoing semi-annual narrative reports to funders.

e) Training - Provide as needed training, information and development and updating of materials for NRCS field staff, landowners and partners, presentations at public meetings, maintenance of RCPP website and other outreach methods as appropriate.

f) Communication and outreach - Communicate relevant programs, priorities and funding opportunities among statewide water quality partners and with the agricultural and forestry community. Create documents, additions to NRCS Field Office Technical Guide, and other informational materials for staff and landowners. Coordinate communication and work of RCPP field staff with NRCS and DEC. Plan monthly calls, respond to programmatic questions, and provide informational materials and training as needed. Participate as possible in statewide agricultural, forestry and conservation related meetings as needed in consultation with DEC RCPP Project Manager and provide coordination with partners on RCPP efforts as requested.

2. Provide a brief justification/explanation of this request: This position will assist with coordination and implementation of the \$10m Regional Conservation Partnership Program (RCPP) grant recently awarded to DEC. This grant is an extension of a prior \$16M grant, and awarded to VT because of the success of the prior grant. Funding in this grant also provides over \$10M of additional water quality related funds as match committed to this effort. Projects funded through this grant will not only improve water quality but will fund practices that have the substantial co-benefits of greenhouse gas reduction, wildlife habitat improvement and flood resiliency.

3. If the position will be supervisory, please list the names and titles of all classified employees reporting to this position (this information should be identified on the organizational chart as well). n/a

Personnel Administrator's Section:

4. If the requested class title is part of a job series or career ladder, will the position be recruited at different levels? Yes No

5. The name and title of the person who completed this form: Marli Rupe, Ag Water Quality Section Chief

6. Who should be contacted if there are questions about this position (provide name and phone number): Marli Rupe, 490-6171

7. How many other positions are allocated to the requested class title in the department:

8. Will this change (new position added/change to vacant position) affect other positions within the organization? (For example, will this have an impact on the supervisor's management level designation; will duties be shifted within the unit requiring review of other positions; or are there other issues relevant to the classification process.) n/a

Attachments:

- Organizational charts are **required** and must indicate where the position reports.
- Class specification (optional).
- For new positions, include copies of the language authorizing the position, or any other information that would help us better understand the program, the need for the position, etc.
- Other supporting documentation such as memos regarding department reorganization, or further explanation regarding the need to reallocate a vacancy (if appropriate).

DocuSigned by:
Barb Morway
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Personnel Administrator's Signature (required)*

2/9/2022

Date

DocuSigned by:
Marti Rupe
A76805AE2B4F4EC...

Supervisor's Signature (required)*

2/9/2022

Date

DocuSigned by:
Kim Greenwood
ABAE5F9DC51542E...

Appointing Authority or Authorized Representative Signature (required)*

2/9/2022

Date

* Note: Attach additional information or comments if appropriate.

Proposed Department of Environmental Conservation Water Investment Division

